



NAVAL Postgraduate School

AO/DTA Briefing 21August 2006

The Nation's Premiere Defense Research University

Monterey, California WWW.NPS.EDU



WELCOME !!!

❖We appreciate your time to come over and

be here for this brief on travel.

❖Plan to end around 1530 (3:30pm)



In House Rules

- Make sure you sign the check-in sheet in the Foyer
- Please silence all cell phones

THANKS!!





- NPS Travel
- NPS Travel Instruction
- Government Credit Card Topics
- Training
- DTS, including new developments, any upcoming changes
- Q&A





- NPS Travel- LT Lee Johnson , Travel Officer
 - NPS Intranet
 - Travel Website
 - Responsibilities
 - Policy
 - Generalizations of Travel
- New NPS Travel Instruction Kevin Little, Deputy Comptroller
 - Common questions
- Government Credit Card -Jaimen Galindo, APC
 - Fund Cites
 - Conference Fee
 - Check in/out procedures
 - Split Disbursements



Speakers (continued)

- Training Jim Egerton, DTS Trainer, G2 Contractor
 - duty and non-duty days,
 - authorized delay,
 - rental car estimated cost vs real cost,
 - registering GOVCC charges that are not listed as expenses,
 - viewing BofA charges in a DTS TA,
 - on-line training resources
- Defense Travel System (DTS) Nick Pavlina, LDTA, G2 Contractor
 - Monroe Release Recap Lessons learned
 - Usability II Enhancements for routing officials
 - How to use Fund Cites
 - CBA and DTS
 - ITOs and DTS
 - What's coming Reservation Refresh





Available on the NPS Intranet:

Travel website - numerous menus to visit within the website:

- DTS, Training information, Student Travel,
- SOP/ documents/forms, Regulations,
- *Definitions of AO, ODTA
- • JAOR/JEOnRedertheenission, authorizes the trip, and controls the funds for TDY travel.
 - 1. The AO reviews and approves
 - 2. Per FMR, AOs are pecuniarily liable







Definitions (Continued)

3. AO's responsibility to certify the vouchers after travel is complete.

Organizational Defense Travel Administrator (ODTA)

- The ODTA responsible → administration of DTS → organization level
 - The ODTA individuals knowledgeable of organization

Reviewing Official.

- The Reviewing Official can be the Sponsored Program Financial
- Analyst (SPFA) or another Financial Analyst (FA) \rightarrow traveler's
 - organization → reviews travel requests
- The Reviewing Official confirms → availability of requested funds &
- provides the appropriate LOA to capture the cost of the travel.



NPS Travel by Electronic

DTS is Mandatory

effective 10ct '07

NPS Policy

- All travel on NPS funds must be authorized via DTS; exceptions are handled case by case
- Travel $\geq 3x$ /yr, must have GovCC
- If traveler has GovCC, must use it
 Air fare, lodging, and rental car per FMR
- An infrequent traveler may own a GovCC
- If traveler does not have GovCC, use CBA for airline tickets only
 CBA, who is allowed to use – ITO, infrequent traveler, foreign nationals- even if government







Preparing for travel

Travelers using Travel Office

require 5 days prior for domestic travel \rightarrow courtesy, traveler may not get choice flight

Foreign Travel

- All Country Clearance requests → Travel Office
- Most countries require 30 days lead time.
- Travel Office > 30 days
- Travelers must have AT/FP Training
- Format Electronic Foreign Clearance Guide on internet Official travel
 → "Personnel Entrance Requirements"; Leave → General Entry
- Requirements

https://www.fcg.pentagon.mil/fcg.cfm

Orders

- Travel orders → DTS
- Couple of avenues recently added for DTS use: Invitational Travel Orders and Fund Cites



Invitational Travel Order (ITO)

- Invitational Travel Orders are issued to people invited to NPS who
 are non-Federal Government employees and foreign
 - are non-Federal Government employees and foreign nationals.
- Procedures for Preparing Invitational Travel Authorizations in the Defense Travel System can be found on NPS Travel Website. Also, the SOP for ITO is located http://www.nps.navy.mil/travel/binder/ITO%20SOP.pdf
- ITOs are now able for processing through DTS
 - The Travel Office → authorizations
 - Documents approved → Travel Officer or Deputy Comptroller.
 - DTS must be used to liquidate ITOs.
 - All payments will be made via EFT.
 - The Travel Office will assist with liquidation procedures as required



FUND CITE

Two Types: Incoming and Outgoing

- Incoming Fund Cite authorizations from agencies other than NPS for funding travel by NPS personnel.
- Memorandum
- Arrangements at NPS.
- Outgoing Fund Cite funded by NPS to bring someone here on

official travel.

- Memorandum w/ LOA → Invitee's location for arrangements
- The Comptroller signs.
- Copy of liquidated voucher → Comptroller's office in order to adjust the

obligation.

• SOP Fund cite: http://www.nps.navy.mil/travel/binder/Fund %20Cite%20SOP.pdf



Ticketing - SATO

(a) <u>Electronic Ticketing</u>.

Travelers → electronic ticket if available from airlines. CTO → electronic ticket confirmation number. https://www.virtuallythere.com

(b) <u>Paper Tickets</u>.

ODTA coordination is required for non-electronic or paper ticket issuing

Vouchers

- Must be done 5 days after returning from travel
- Receipts
 - Lodging receipts are required no matter the cost
 - Other expenses ≥ \$75,
 including airline ticket receipts or invoices



NPS Travel Instruction, Kevin Little

NPS Travel Instruction Revision

- NAVPGSCOLINST 4650.4G awaiting signature now
 - This is our local governing guidance
- Notable Areas:
 - Frequently Asked Questions new section on website:
 - http://www.nps.navy.mil/travel/faq
 - Authorizing Official Annual Training Requirement
 - All airline ticketing must be through CTO/SATO
 - Excursion Fares not allowed
 - US Flag Carriers must be used



NPS Travel Instruction Revision

- Notable Areas continued:
 - Premium Class (First Class/Business Class) not allowed
 - Unused Airline Tickets Traveler must notify CTO/SATO
 - Central Billing Authority (CBA) mandatory for noncardholders
 - Invitational Travel Orders (ITO) processing mandatory in DTS
 - Conference Fees must not be charged to Travel Credit Card
 - Multiple Purpose Travel Procedure
 - Labor Accounting to correct JON
 - Memorandum for the Record (MFR) for Travel Itinerary
 - MFR scan into receipts for documentation







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NPS TRAVEL CARD BRIEF

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- Mandatory Travel Card Use
- Conference fees
- Bank of America Refunds
- Split Disbursement
- Check In/Out Procedures





Mandatory use of the Government Travel Charge Card

The Travel and Transportation Reform Act of 1998 (Public Law 105-264) mandates federal government cardholders to use the contractor issued travel charge card for official government travel expenses and to receive cash advances.



- Conference Registration Fees
 Must be placed on the Dept. purchase card (via 1556 document) regardless of whether food/lodging is included in the cost. Do not use the DTS Local Voucher for payment.
- Bank of America Refunds
 Any Airline refunds must be credited back to that traveler's account.



- Split Disbursement
 The Split Disbursement is an effective tool to reduce delinquency rates and to simplify the traveler's payment to their travel card account.
- Check In/Out Procedure

All new employees/staff/students are to check in with me. Those that are checking out must also come by my office to ensure all accounts have been paid off.





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- DTS User (Traveler)
 - 1230-1600 Thursday, 14 Sept
 - 0830-1200 Wednesday, 11 Oct (tentative)
- DTS ODTA—19 Sept, 18 Oct
 - 0830-1030 Tuesday, 19 Sept
 - 0830-1030 Wednesday, 18 Oct (tentative)
- Both User and ODTA classes are required to become an ODTA

POSTGRADUAT Other Per Diem Entitlements

- Stay over a weekend day
 - "Non-Duty Days"—Civilians
 - "Duty Days"—Military
 - No Per Diem paid
- TDY extended stay because of bad weather, etc.
 - "Authorized Delay"
 - Per Diem paid



Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, specify duty-day, non-duty day(civilian only), authorized-delay(voucher only), or have any OCONUS incidental amounts, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

- No Other Per Diem Entitlements
- C Leave
 Check here if you are taking leave for the above date or date range-
- Outy Day(s)(No Per Diem)

 Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- Non-Duty Day(s)

 Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay

 Check here if you need to use Authorized Delay for the above date or date range.
- Check here if you need to use Actual Lodging for the above date or date range.
- OCONUS Incidental Amount (Used to reduce the daily incidental rate to the minimum.)
 Check here if your AC determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

Cancel These Entitlement Changes and Return

Save These Entitlements

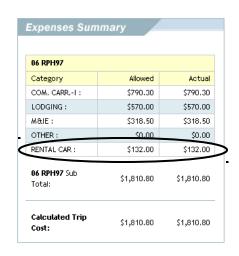


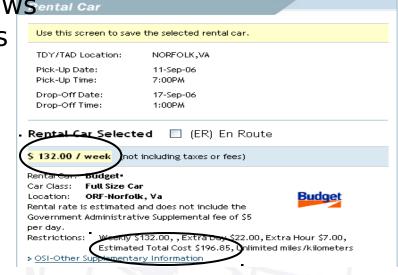
Rental Car Estimates

List of available rental cars shows total estimated cost



Final estimated car cost shows weekly rate without add-ons

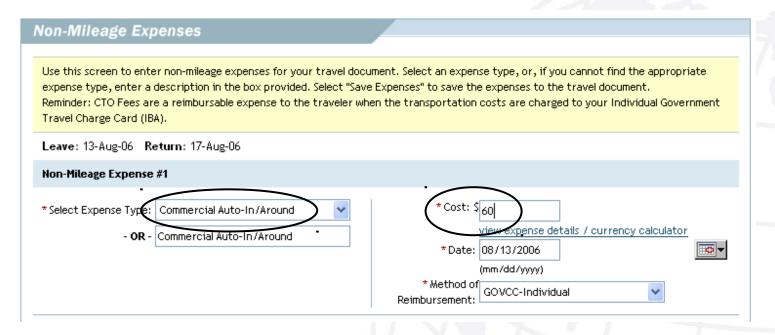






POSTGRADUATE Correct Rental Car Estimate

Add a Non-Mileage Expense item for Commerical Auto In/AroundTo make up for the difference



Note: Remove this expense from the voucher!



GOVCC Charges on Voucher



In Non-mileage Expenses, Click on "create an expense from a government charge card Transaction"

The resulting screen shows BofA charges on your credit card. Click "Add" to put that charge on your voucher.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear. Description Amount Alamo Rent-A-Car (3387) 06/25/2006 \$ 197.35 Add > Edith's Taxi (4121) 06/23/2006 \$ 24.35 Add > Shell Oil (5172) 06/22/2006 \$ 26.20 Add > US 50 Toll Booth (4784) 06/21/2006 \$6.50 Add > GreyHound Busline 06/20/2006 \$ 99.31 Add >

Use this screen to turn a charge card transaction into an

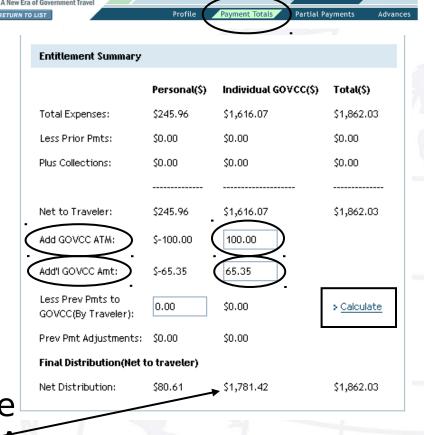
expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

Charge Card Transactions



Add Misc GOVCC Charges

Defense Travel System Include amounts for GOVCC charges that are not listed as expenses on the Payment Totals page, such as ATM advance, meals, and traveler part of prorated rental car amount. Click "Calculate" must be total you owe to BofA





POSTGRADUATE On-Line Training Resources

- On DTS Welcome page, (TRAINING
- Two Web-Based courses available
 - DTS Policies and Procedures
 - DTS Functionality
- DTS Demonstrations
 - Travel Authorization
 - Travel Voucher
 - Route and Review (SPFAs and AOs)





Nick Pavlina



DTS Monroe Release

- Dropped Release in April on short notice
 - Budget Module rewrite affected
 FDTA
 - Debt Management II successful
 - Constructive Travel AO pages changed



Debt Management II

- DUE US created when negative amount approved on voucher
- DTS notifies traveler and DMM
- DTS creates receivable in STARS
- DMM initiates due process notification last manual step in DTS
- Traveler sends payment directly to DFAS
- Debt Satisfaction is automatically recorded by DFAS on receipt of payment





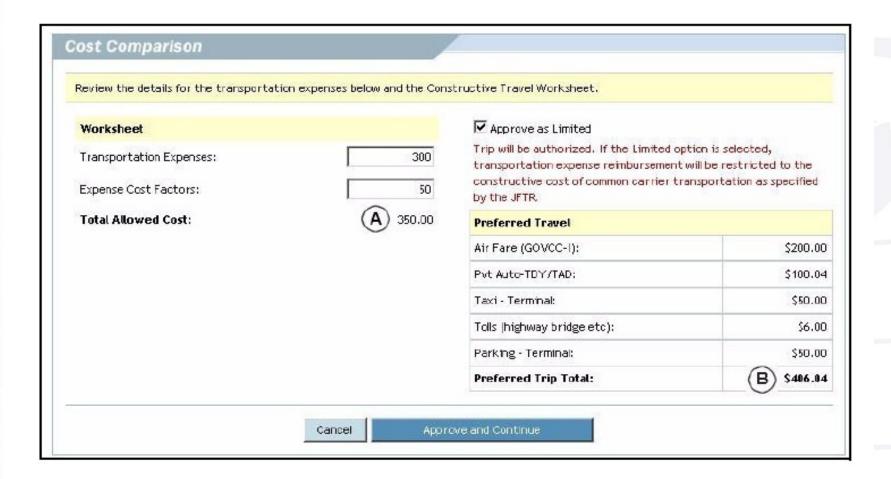
- Definition: Use of non-standard method of transportation for the TDY location or method that the AO does not approve as beneficial to the government.
- Traveler will see the pop-up below if they select non-standard transportation expense



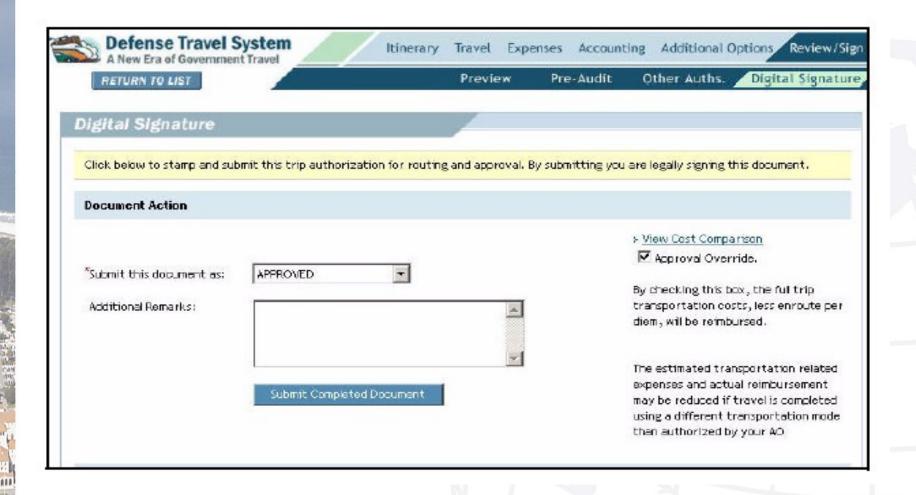


Constructive Travel - Audit

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			ts in the 'Justification to Approving Official' text field for
flagg	ged items. When you are finished,	or if there are no flagged items, click "Pro	oceed To Digital Signature."
DoD	mandates split disbursement for t	ransportation, lodging and rental car exp	enses. Click here for memorandum
Cons	structive Travel Worksheet		
Cons	structive Travel Worksheet		
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67.55	structive Travel Worksheet em has been Flagged in	this Travel Document	
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67.55		this Travel Document	* Justification to Approving Official
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1 lt	Reason Flagged ONSTRUCTIVE TRAVEL	Item Description H transportation mode of other than Commercial Air or Government Transportation	* Justification to Approving Official
1 lt	Reason Flagged ONSTRUCTIVE TRAVEL	Item Description Item Description Item Description A transportation mode of other than Commercial Air or Government Transportation may require a constructive	* Justification to Approving Official
1 lt	Reason Flagged ONSTRUCTIVE TRAVEL	Item Description Item Descrip	* Justification to Approving Official
1 lt	Reason Flagged ONSTRUCTIVE TRAVEL	Item Description Item Description Item Description A transportation mode of other than Commercial Air or Government Transportation may require a constructive travel cost-comparison worksheet to be completed	* Justification to Approving Official
1 lt	Reason Flagged ONSTRUCTIVE TRAVEL	Item Description Item Descrip	* Justification to Approving Official
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1 lt	Reason Flagged ONSTRUCTIVE TRAVEL	Item Description Item Descrip	* Justification to Approving Official



POSTGRADU CONSTRUCTIVE Travel - Voucher





Post-Monroe Highlights

- Email at Approved
- Reference Field
 - Not a mandatory field
 - Appears in new Reports
- Amendment Preview Function
 - Compare trip costs between the last approved version
- Vouchers Cannot be <u>Signed</u> before End Date of Trip
 - If traveler returns early they are not forced to change their trip dates
- Travelers can update EFT in the document





- Scheduled Reports
 - Depart Status
 - Return Status
 - Signed, Approved
- DTA Maintenance Reports
 - People
 - Routing Lists
 - Organizations, LOAs, Groups





- Entered in DTS by FDTA
 - Screen shot of DTS LOA format
 - OR, contact O-6 support at DNS
 - https://dts.navy.mil/
- Send copies of orders and signed vouchers to funding command (They will only see obligations and payments in their financial system)



CBA Usage

- Available for international students, infrequent travelers and invited nongovernment employees
- Profiles entered in special organization by Travel Office
- Routing officials dependent on funding
- Authorizations and Vouchers created by Travel Office



Invitational Travel

- Trip Type E-Invitational
- Non-government employees and International Students
- Profile entered is special org by Travel Office
- Routing depends on funding department
- Authorization created by Travel Office
- Voucher created by Travel Office
- Printed voucher signed by traveler and uploaded to DTS
- DTS voucher signed by Travel Office for Non-government employees



DTS for ALL Travel

- Except Permanent Change of Duty Station (PCS)
- Other than normal TDY Trip Type
 - Arrangements Only (not reimbursable)
 - House Hunting (not reimbursable)
 - Invitational
- Fund Cites
- CBA



FY06-07 Crossover

- Same procedure as last year
- Book reservations for round-trip with FY06 departure and FY07 return
- Per Diems through 30 Sept. 2006
- Amend Per Diem entitlements when FY07 accounts are available for travel after 01 Oct. 2006
- STARS rejects may occur, but travel can be funded
- Amendments can be made on voucher, but verify with SPFA when increasing obligations



NPS TRAVEL

Questions ???